



CITY OF LAS VEGAS
Department of Building and Safety
Procedures for Non-Compliance Reports

Date: 9-25-08

Subject: Clarification Procedures for Non-Compliance Reports (NCR), Request for Information (RFI) and Fabricators

A. Non-compliance Reports

1. Special Inspector (SI) to report non-conforming items to the immediate attention of contractor and write NCR.
2. **If NCR item is not resolved in a timely manner or is about to be incorporated into the work, notify the City of Las Vegas Building Department's Area Inspection Supervisor immediately and post a discrepancy notice.**
3. The SI is not authorized to approve deviations from approved drawings and specifications unless approved by the structural engineer of record and by the Building Department.
4. NCRs that are addressed by the structural engineer of record with engineering fixes and any revisions to approved drawings are to be submitted to Building Department Permits for review and approval.
5. NCRs are to be included in the SI's daily and weekly reports, including reports on how the non-complying items are resolved or unresolved. Reports are subject to unannounced audits by the City of Las Vegas Building Department Special Inspection Auditors and/or by the International Accreditation Service (IAS). The SI agency and the Contractor are responsible for recording which NCRs are resolved or unresolved.
6. In addition to item 5, NCRs generated by the Special Inspector are to be faxed by the SI agency daily to **the City of Las Vegas West Service Center, at 702-382-1731**. Indicate the permit number, job name, address and preferably, the City of Las Vegas plan check number. NCRs with engineering fixes may be submitted initially on 8-1/2x11 (not exceeding 10 pages) to the Building Department Permits for review and approval. **All 8-1/2x11 submittals that are approved are still required to be translated to full size drawings in the one of the following formats:**
 - a. Full size revised structural drawings that contain all the revised or additional details/fixes. All revisions are to be dated, clouded and marked with delta numbers, with a written scope of work. Include copies of the NCRs. Clearly indicate the fix or revision that corresponds to each NCR.
 - b. Full size drawings that contain previously submitted and approved 8-1/2x11 fixes along with the corresponding NCRs. Clearly indicate the fix or revision that corresponds to each NCR.

These drawings should be submitted no later than the 4th Friday of the month that the NCRs were written. All drawings are to have the wet stamp and signature of the engineer of record.

B. Request for Information

1. All RFIs that are addressed by engineer of record with engineering fixes and any revisions to structural drawings are to be submitted to the Building Department Permits for approval. All revisions are to be dated and marked with revision numbers, with a written scope of work. The contractor shall be responsible to submit the RFIs to the SI on a daily or weekly basis. The SI shall include all RFIs in the SI's daily and weekly reports. **See item 6 above for submittal procedures.**

C. Approved Fabricators

1. Special inspector shall not allow the work to proceed until the fabricator is confirmed to be approved by the City of Las Vegas. For structural steel fabricators, the City of Las Vegas requires certifications from AISC, City of Los Angeles, Clark County, NV or the International Accreditation Service. A copy of these certifications is required to be submitted by the Contractor to the special inspector. For precast concrete fabricators, a certification from the International Accreditation Service, International Code Council, Precast Concrete institute or City of Los Angeles is required.
2. Ensure that all shop drawings are reviewed and approved by the engineer of record, with no exceptions noted, and approved by City of Las Vegas Building Dept. Most shop drawings, such as trusses, curtain walls and other deferred submittals are required to be approved by the Building Department.